

Sustainable Offices

Small Practices for Big Benefits



UNITED STATES ARMY PUBLIC HEALTH COMMAND

Presented by Beth Martin

E2S2

May 2012

(unclassified)

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Topics

- Benefits of Sustainable Practices
- The relationship between consumption and waste
- Smart purchasing
- Reducing routine office waste
- Reducing fuel consumption
- Saving water and energy
- Eliciting behavior change
- Tools in development



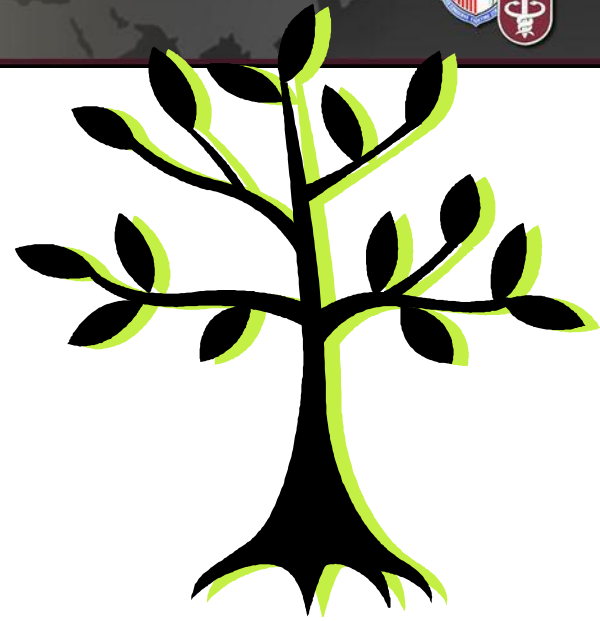
Benefits of a Green Office

- Healthier working environment
- Improves morale (pride)
- Creates recycling markets
- Saves energy
- Conserves resources
- Saves money
- Saves landfill space
- Reduces pollution
- Reduce U.S. dependence on petroleum and other imports



Did You Know?

- Paper accounts for 40% of all waste!
- 60% of office waste!!
- The average person uses 737 pounds of paper per year!

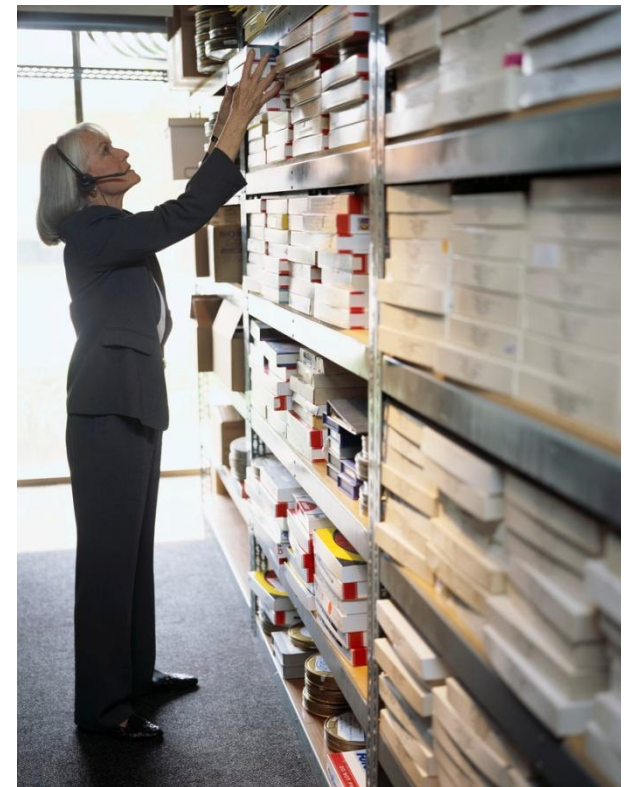


Recycling 1 Ton of Paper...

- Saves about 17 trees
- Saves 24,000 gallons of water
- Eliminates 3 cubic yards of landfill space
- Saves enough energy to power the average home for 6 months
- Saves 4 barrels of oil
- Eliminates 60 pounds of air pollutants

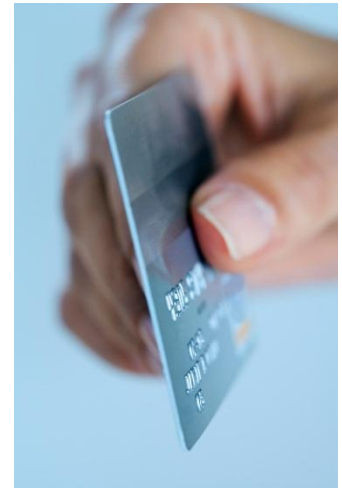
Consumption and Waste Generation

- Waste generation is dictated by consumption
 - How much we consume
 - What we consume
- To reduce waste generation, we must make changes in what we purchase and use



Smart Purchasing Choices

- Purchase items with less packaging
- Purchase products made with materials that will be recycled rather than disposed after use
- Purchase products with recycled or biobased content
- Purchase energy efficient and water saving products
- Purchase products that do not contain ODS or hazardous substances



Green Procurement

- There are specific requirements for the purchase of products that have/are:
 - Recycled content (Resource Conservation and Recovery Act, Executive Orders (EO) 13423 and 13514, and the Federal Acquisition Regulations (FAR))
 - Biobased (Farm and Security and Rural Investment Act, EO 13423, and FAR)
 - Energy efficient (Energy Policy Act of 2005 and EO 13423 and 13514)

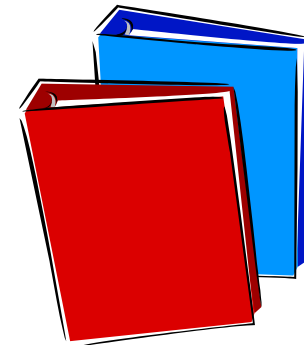
IT'S THE LAW
IT'S THE LAW



NON-PAPER OFFICE PRODUCTS

DESIGNATED CPG ITEMS:

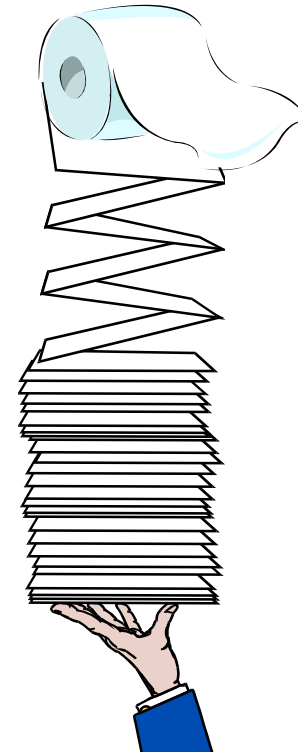
- Binders (paper, plastic covered)
- Office recycling containers
- Office waste receptacles
- Plastic desktop accessories
- Plastic envelopes
- Plastic trash bags
- Printer ribbons
- Toner cartridges
- Office furniture
- Solid plastic binders
- Plastic clipboards
- Plastic clip portfolios
- Plastic file folders
- Plastic presentation folders



PAPER AND PAPER PRODUCTS

DESIGNATED CPG ITEMS:

- Commercial/industrial sanitary tissue products
- Miscellaneous papers
- Newsprint
- Paperboard and packaging products
- Printing and writing papers



Product Certifications



- WaterSense labeled products are generally 20 percent more water-efficient than similar products



- Green Seal Assesses a broad range of environmental impacts



- Scientific Certification Systems (SCS) certifies a wide variety of claims related to environmental performance



- Forest Stewardship Council (FSC) and the Sustainable Forestry Initiative (SFI) certify paper and wood products



- Energy Star identifies energy-efficient products



- Biobased Manufacturer's Association (BMA) self-certification program

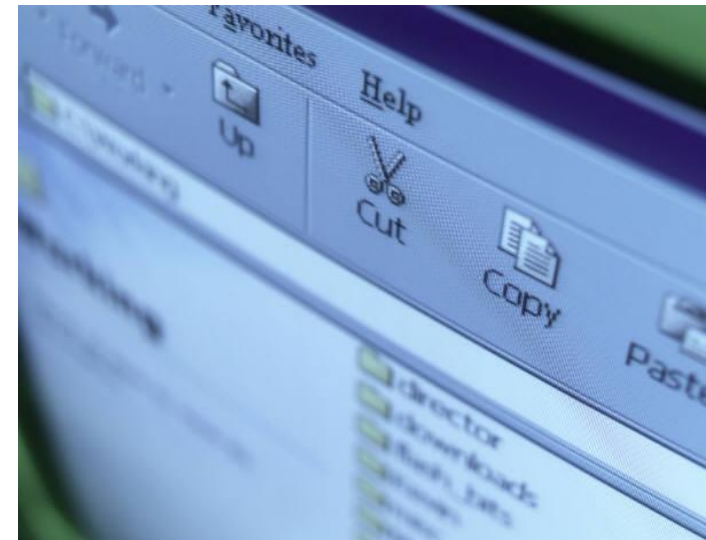
Reducing Routine Office Waste

- Eliminate the purchase of disposable plates, utensils, cups
- Maintain a minimum supply inventory
- Use newer technology toner cartridges and paper
- Stop mail deliveries to departed personnel
- Use tap water or water cooler to reduce bottled water consumption
- Use hand dryers instead of paper towels



Reducing Routine Office Waste

- Set policies & goals for paper reduction
- Use e-mail in place of written memos
- Save e-mail messages to files instead of printing them
- Always print and copy double sided
- Conduct document reviews and provide comments electronically
- Use “print view” feature to reduce printing mistakes
- Use less paper and compact disks by drive sharing and posting information to a web site



Reducing Routine Office Waste



- Send internal mail in reusable envelopes
- Reuse file folders by using stick-on labels
- Reuse plastic and paperboard binders, binding combs, and report covers
- Stop mailings from unwanted magazines and catalogs
- Place 1 copy of community references (phone book, SOPS, atlas, etc.) in common area
- Extend life of computers to at least 4 years

Reducing Routine Office Waste

- Properly segregate recyclable materials
- Properly prepare recyclables, i.e.,
 - Disassemble boxes
 - Rinse bottles and cans
- Participate fully in the Recycling Program (recycle all accepted materials)



GSA Initiative - PrintWise

The initiative identified the following seven steps to lowering print costs (including paper and energy use) within 90 days:

1. Set your default to "duplex" (double-sided) printing
2. Set your default to "black and white" (rather than "color") printing
3. Set your default to "draft" quality (rather than "high" quality) printing



<https://strategicsourcing.gov/print-wise>

GSA Initiative - PrintWise

4. Improve your use of sleep mode for your printers
5. Set your computer's default font to one of the approved toner-efficient fonts (Times New Roman, Garamond, Century Gothic)
6. Encourage the removal of personal printers
7. Freeze purchases of personal printers



Reducing Fuel Consumption

- Participate in meetings via telephone
- Telecommute or alternate work schedules
- Carpool
- Bike or walk around post or to and from work
- Do not leave vehicles idling
- Maintain proper tire pressure
- Use alternative fuel vehicles



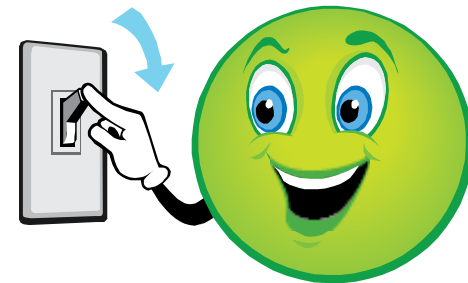
Energy Myths*

- It takes more energy to turn lights on and off than to just leave them on
- Computers last longer if left on all the time
- Batteries and film need to be refrigerated
- Maintaining a constant temperature uses less energy
- Outside lighting is required for security reasons

* Reference “Taking the Myths Out of Energy Consumption,” Don Juhasz

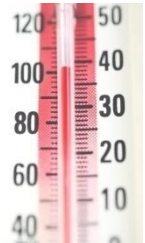
Saving Energy and Water

- Purchase energy-consuming equipment that is EPEAT-registered, Energy Star, and/or FEMP-certified
- Be sure energy saving features are turned on
- Turn off lights when not needed
- Use occupancy sensors
- Turn off energy using equipment after hours (use power strips)
- Turn down heat or AC after hours or use programmable thermostats
- Close blinds after hours
- Close off unused offices/rooms



Saving Energy and Water

- Lower temperature of hot water
- Use energy efficient lighting where possible (including exit signs)
- Ensure outside lighting is off during the day
- Request an energy audit (free)
- Use multifunctional equipment (fax, print, copy, scan)
- Install low flow toilets in renovations
- Use water saving shower heads and faucets



Eliciting Behavior Change... What Works?

- Role models
- Face-to-face education and promotion
- Grass roots involvement
- Upper level management training
- Upper level management support
- A champion(s)
- A strong sense of community
- Setting goals/using metrics
- Getting commitments



Tools in Development

- Styrofoam elimination guidance
- Dining facility waste reduction guidance
- Installation waste diversion study – successes and barriers
- Waste reduction interactive training modules – targeted to specific facility/operation types
- Updated Army Green Procurement Policy
- Green Procurement User's Guide
- Green Procurement desktop quick guides – targeted to specific job types



For More Information:

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Comm (410) 436-5202/2024

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Related Services:

- Integrated Solid Waste Management Plans
- Green Procurement Plans, Audits, and Training
- Solid Waste Characterization Studies
- Recycling and Composting Consultations
- Pollution Prevention Plans
- Sustainability Plans